Andy Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · andy.applicant@email.com

December 2, 2020

Tanya Lee

Director, Human Resources

Shear Hair Salon

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

I would like to express my strong interest in your hair stylist position at Shear Hair Salon. With years of experience as a hair stylist and colorist for a wide client base, I know my skill and versatility would make me an asset to your salon.

I have over five years of experience working as a hair stylist for a variety of people and hair types. I graduated from the ABC School of Hair Design and Cosmetology, where I gained over 1,000 hours of experience styling, coloring, and treating hair. I subsequently worked for four years at La Flor Hair Salon, where I honed my skills and also learned new treatments, including balayage and keratin treatments. My clients recommend me to others for my skill and versatility.

You state in your job posting that you want a hair stylist who can also work part-time at the reception desk. Having worked as a receptionist for a spa and a hair salon, I am very comfortable communicating with clients both on the phone and in person. Both clients and employers have praised my strong communication skills, and I am confident I can bring those skills to a position at your salon.

I have attached my resume and the two requested recommendations for your review. I will call your office next week to arrange a time to speak in person about my qualifications. Thank you for considering my application.

Sincerely,

*Signature* (hard copy letter)

Andy Applicant